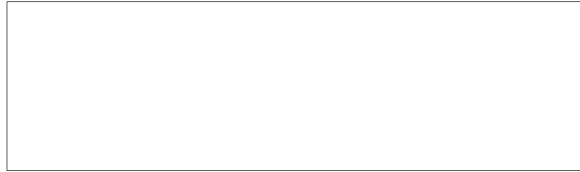


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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
20 March - 26 March 1986

I. Items or Events of Major Interest that have Occurred
During the Preceding Week

NO A. The Office of Logistics, Printing and Photography Division (OL/P&PD) was tasked to assemble a photo album for presentation to Mr. McMahon by the DCI on Tuesday, 25 March at the DCI staff meeting. The album consists of 42 photographs in a compositional format which represents his time with CIA from EOD to his present position. These photographs were placed in a blue leather bound book, gold stamped with his name, Agency seal, and the dates of his employment.

NO * B. The Office of Logistics, Printing and Photography Division (OL/P&PD) has been tasked by the Office of Security, Physical Security Division (OS/PSD) to photograph the DCI's private residence located in Florida for security evaluation. The shooting date has been scheduled for 1, 2, and 3 April.

YES C. On ~~Thursday~~ 20 March, Capitol Video Communications, Inc., transferred the ~~Office of Logistics, Printing and Photography Division's (OL/P&PD)~~ 16mm motion picture ~~release film~~ entitled, "CIA and Its People" onto U-Matic 3/4", VHS 1/2", and BETA 1/2" videotape formats. On ~~24 March~~, a ~~representative from the Office of Public Affairs (OPA)~~ viewed the video tape. This videotape was shown to the DCI on ~~Tuesday, 25 March~~ ^{25 March} at the DCI staff meeting. ~~This motion picture film~~ will replace the obsolete 15 projector slide presentation currently shown each Monday in the Auditorium to ~~New EOD's~~.

personnel entering on duty.

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ND * D. Two representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) attended a bi-monthly meeting of the Federal Council on Computer Storage Standards and Technology (FCCSSAT) and the Special Interest Group on Compact Disc Read-Only-Memory Applications and Technology (SIGCAT). The most significant item presented was by a representative from the Library of Congress who stated that the digital information they recorded on 12" video disks over 10 years ago has not degenerated. The significance of this statement is the fact that a major concern of laser disk technology is shelf-life of stored materials. Current estimates for the storage capabilities of this new medium range between 30 and 100 years which is significant when compared with the 3-year storage life of magnetic disks. P&PD will continue to monitor this field for any applications that may be of benefit to the P&PD production process or OL's mass storage requirements.

ND E. A member of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with a representative of the Office of Central Reference (OCR) to examine OCR's photo cataloging system. OCR uses a number filing system along with a NOMAD database to track photos under particular subjects. P&PD feels this system would be quite adequate for filing the various photos, (i.e. Agency buildings, the Presidents, aerial shots and etc.) currently being stored in P&PD.

ND F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing the Ink Standardization study for the entire Agency. During the last two weeks interviews were conducted with representatives from P&PD and the Office of Current Production and Analytic Support (O/CPAS). Thus far all representatives are optimistic about improving the current ink standardization system, as well as expanding the future possibilities of the system. During the interviews with CPAS the feasibility of reducing the current ink selection was discussed. Representatives from P&PD will present a testing plan to CPAS for the purpose of tracking the amount of reductions in press wash-up time. Results of the test will be compiled for both CPAS and P&PD in early May.

ND G. A representative of the Office of Information Services (OIS) interviewed a representative from the Office of Logistics, Printing and Photography Division (OL/P&PD) to

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gather necessary information to address the question of P&PD's compliance with OIS controls over microfilm services. The OIS representative was satisfied with P&PD's controls and procedures regarding microfilm production. P&PD also provided OIS with a detailed customer information report which was generated from our NOMAD customer database. Also, at OIS's request, P&PD is producing a report of microfilm products produced for Computer Output Microfilm (COM) applications during FY-86.

NO * H. ~~The Office of Logistics, Printing and Photography Division (OL/P&PD)~~ is in the process of producing an extremely labor intensive job for the Office of Personnel titled, "Your Personal History Statement". This job involves sorting the printed data, collating, stitching and then hand stuffing the statements into envelopes. P&PD's target for completing this job is 29 March.

NO I. The Office of Logistics, Printing and Photography Division (OL/P&PD) has several significant jobs in production at this time. These jobs include the 800 Toll Free Telephone Directory, an Application Forms Package for the Office of Personnel (OP), Joint Publications Research Service Reports, and the Acme of Skills.

II. Significant Events Anticipated During the Coming Week

NO A. During the next reporting period a representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) will be meeting with a representative of the Facilities Management Division (FMD), OL to discuss detailed information about the Printing and Photography (P&P) Building. The results of this discussion, which will include a tour of the physical plant, will be forthcoming in a new facilities baseline document for P&PD. In February 1986, P&PD delivered a set of equipment specifications to FMD for use in preparing the electrical, HVAC, plumbing, exhaust, and weight-load portions of this document.

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